

6 October 1980

MEMORANDUM FOR: Chief, Information and Analysis Branch, ID/HRPI  
FROM : Chief, Policy Staff, OPPPM/P&E  
SUBJECT : Information to Support a Separation Study

1. In order to support a separation study, I would like the following statistical data on staff employees who voluntarily separated from the Agency for reasons other than retirement during Fiscal Years 76, the Transitional Quarter (TQ), 77, 78, 79, and 80.

a. For each Fiscal Year and the Transitional Quarter:

- total number of voluntary separations;
- number separating citing job factor as the reason;
- number separating citing personal factor as the reason;
- number separating citing community factor as reason; and,
- number separating citing undetermined as the reason.

b. For each Fiscal Year and the Transitional Quarter, I would like the information in A above sorted by:

- category of employment (i.e., clerical, technical, professional);
- within the category of employment, by the grade of the employee; and,
- within the grade of the employee, by Career Service affiliation.

c. For employees who voluntarily separated citing job factor and undetermined as reasons during FY 78, 79, and 80, I would like print-out of the following information:

- name;
- Career Service designator;

- grade;
- occupational title;
- date of birth;
- separation date; and,
- separation code.

The above information should be sorted by Fiscal Year, within Fiscal Year by separation code and, within separation code, by employee grade.

2. As the separation study will partially govern the direction of an inquiry into pay for performance requested by the DCI on 1 October 1980, STATINTL your earliest attention to this request will be appreciated.



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STATINTL OPPPM/PS/ [redacted] gsk (6 Oct. 80)